

Job Description
Missouri State Highway Patrol

Class Title: CVE Inspector III

Title Code: V07723

Effective Date:

Date Reviewed:

Date Revised:

Immediate Supervisor:

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an advanced level position where the employee is primarily responsible for the enforcement of the laws and regulations that pertain to the operation of commercial vehicles. An employee at this level assists supervisors in planning, directing and coordinating the commercial vehicle enforcement program. The employee must be able to accommodate shift work and outdoors in extreme weather conditions. Work is performed under general supervision by a designated supervisor.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Measures and weighs commercial vehicles for violations of axle weight, gross weight and licensed weight, and dimension; conducts level-one driver and vehicle safety inspections on commercial vehicles.

Physically inspects commercial vehicles for unsafe equipment and reviews driver's records of duty status for illegal driving practices; takes appropriate enforcement action when noncompliance is found; prepares reports pertaining to violations and testifies in court when required.

Inspects cargo to insure commodity transported corresponds to the shipping documents and carrier's authority; conducts inspection of hazardous material carriers to determine compliance with proper marking, labeling, packaging, and placarding requirements; ascertains if hazardous material and/or waste is accompanied by proper shipping documents.

Monitors commercial vehicle traffic on bypass routes that are attempting to evade the fixed scale facilities; assists in selecting safe locations where portable scale activity will be most effective (e.g., known areas of violations, high accident and temporary construction sites, complaints of violations, etc.); checks the operation and commercial vehicles on these routes via portable scale to ascertain compliance with laws, rules, and regulations.

Enforces the Missouri statutes and the various regulations promulgated by various state and federal agencies pertaining to the operation of commercial vehicles.

Determines whether vehicles and materials being transported are in compliance with licensing and transportation authority laws; documents violations outside of CVE authority and refers to appropriate enforcement agency.

Places vehicles and/or drivers out-of-service when out-of-service criteria are detected and covertly monitors the movement of vehicles and/or drivers who violate the out-of-service orders; accompanies driver and/or vehicle to be placed out-of-service to the safe area by escorting or following the vehicles at a safe distance while using proper warning signals and/or lights in accordance with Missouri Revised Statutes to ensure the safety of the vehicle, operator, cargo, and the general motoring public; affixes the appropriate inspection sticker to the vehicle after the appropriate repairs have been made to signify its safety status according to the Commercial Vehicle Safety Alliance.

Issues and collects fees for fuel tax, temporary trip permits, and reciprocity trip permits.

Prepares commercial driver and/or vehicle inspection reports to document whether driver and/or vehicles are in compliance with all applicable Commercial Vehicle Enforcement Rules and Regulations.

Conducts driver and vehicle computer inquiries relating to commercial vehicle enforcement via the video terminal to determine compliance with registration, operator license, operating authority, and fuel tax requirements; conducts detailed inspection of documents and credentials carried on the vehicle pertaining to the driver, vehicle, cargo, and trucking company.

Drives patrol vehicles to various inspection sites or to special assignments.

Provides assistance to prosecuting attorney or court personnel reference commercial vehicle enforcement, as requested; confers with the prosecuting attorney and explains circumstances of violations, in order to develop trial strategy; testifies in court as a witness when subpoenaed.

Contacts the operating carrier in order to advise that responsibility and liability for the protection and operation of the vehicle, its cargo, accessories, and contents rest solely with the carrier.

Interprets and explains provisions of the State and Federal Motor Carrier Safety Laws, Rules, and Regulations the Commercial Vehicle Inspector is authorized to enforce via in-person and telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Conducts safety inspections on motor coaches for compliance with applicable laws and regulations; takes appropriate enforcement action reference motor coaches and/or drivers.

Conducts post-accident inspection on commercial vehicles accidents to provide information about possible driver and/or equipment causation, as requested; may be notified to report for this duty on short notice.

Investigates hazardous material accidents and/or spills to determine cause and takes appropriate action to protect life and property; completes the necessary paperwork reference hazardous materials accidents and/or spills and ensures that the Department of Revenue and any other applicable agencies are notified, when appropriate.

Assists disabled, stranded, or injured motorists by helping them change tires, making minor vehicle repairs, requesting a tow truck, etc.; provides directions; administers first-aid, when necessary.

Keeps informed of changes in statutes, department regulations and commercial vehicle regulations of other regulatory agencies that affect enforcement operations by studying and reviewing department directions, training materials, periodicals, etc.

Conducts on-the-job training for Commercial Vehicle Inspectors I's and II's and serves as a lead worker, as assigned.

Represents the Commercial Vehicle Enforcement Division at various special events, meetings, and

conferences; provides presentations to schools, public service organizations or other interested groups; disseminated brochures and/or other materials pertaining to Commercial Vehicle Enforcement and answers questions.

Administers preliminary breath tests and field sobriety tests to commercial vehicle drivers suspected of operating while drinking or under the influence of alcohol and drivers suspected to be in possession or using controlled substances; identifies and safeguards all types of property and evidence according to the Evidence Procedural Manual and/or applicable General Orders.

Maintains and cleans assigned equipment (including scale maintenance) in appropriate condition; arranges for repairs when malfunctions occur.

Performs building and grounds maintenance (e.g., mows lawn, mop floor, paints trim, removes trash, etc.) as necessary to keep a professional appearance of the inspection facilities.

Sets up and operates portable scales in order to properly weigh commercial vehicles.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Patrol and procedures, to include, but not limited to Commercial Vehicle Enforcement.

Working knowledge of the basic techniques, practices and procedures used in commercial vehicle enforcement.

Working knowledge of hazardous/radioactive materials as they pertain to Commercial Vehicle Enforcement and exercise the proper safety procedures in dealing with same.

Working knowledge and practice of the safety procedures involved in administering first aid and dealing with body fluid and/or blood-borne pathogens.

Ability to read and write, and speak proper English.

Ability to accommodate shift work.

Ability to work outdoors in inclement weather.

Ability to establish and maintain harmonious working relations with others.

Ability to utilize problem-solving skills, exercise judgment, make decisions, and assemble information in report form.

Ability to inspect documents associated with the Commercial Motor Vehicle Industry and detect fraud and/or forgery.

Ability to conduct level-one driver and vehicle safety inspections and post-accident analysis on commercial vehicles to ensure compliance with state and federal laws and regulations.

Ability to deal with a variety of individuals (in potentially hostile situations) with firmness, tact and impartiality necessary to enforce commercial vehicle laws and regulations.

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Ability to detect unsafe equipment on vehicles and to take the appropriate corrective action.

Ability to prepare reports.

Ability to prepare evidence and testify in court and defend findings of fact.

Ability to operate a motor vehicle in accordance with Missouri law and statutes.

Ability to position self and equipment necessary to inspect commercial vehicles.

Ability to handle fees collected for fuel tax and reciprocity permits and remit per Patrol policy.

Ability to perform light building and ground maintenance as necessary (mowing lawn, painting trim, trash removal, etc.).

Ability to lift and transport equipment necessary to complete job duties (e.g., portable scales, hydraulic jacks, etc.).

Ability to operate equipment necessary for the completion of job duties (e.g., weigh scales, measuring devices, communications equipment, computer terminal, telephone, etc.).

Ability to study and review materials to keep abreast of changes in the commercial vehicle enforcement field.

Ability to train entry level inspectors and serve as a lead worker, as assigned.

Ability to communicate thoughts and concepts verbally and in writing.

Ability to understand and follow written and verbal instructions.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must have a minimum of five years experience as a Commercial Vehicle Inspector, served as a Commercial Vehicle Inspector II for a minimum of one year and currently possess a valid commercial vehicle enforcement commission.

NECESSARY SPECIAL REQUIREMENTS

Must be a Missouri resident.

Must be able to successfully complete the first available six-week Basic Commercial Vehicle Officer training course (which requires the individual to carry a firearm) as approved by the Superintendent of the

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Missouri State Highway Patrol in Jefferson City, Missouri, once the Basic Commercial Vehicle Inspector training course is completed.

Pursuant to General Order 26-04-370, uniformed civilian employee hired after January 25, 1995, will not have tattoos that a reasonable person would find offensive, such as tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian position if they have any tattoos on the head, neck, hands, below the upper six-inch portion of the arm, or any other part of the body, which would be visible while in uniform.